

**CITY OF ST PAUL**

Department of Safety and Inspections  
8 Fourth Street East, Suite 200  
St Paul, Minnesota 55101-1024

**GENERAL BUILDING PERMIT APPLICATION**

Visit our Web Site at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

PROJECT ADDRESS		Number	Street Name	St. Ave. Blvd. Etc.	N S E W	Suite/Apt	Building Name	Date	
Contractor		(Include Contact Person)			(Permit will be mailed to the Contractor's Address)			Phone	
State Building Contr. Lic. #					Address City State, Zip + 4				
Property Owner		(Include Contact Person)			Address City State, Zip + 4			Phone	
Masonry Contractor					Address City State, Zip + 4			Phone	
Architect					Address City State, Zip + 4			Phone	
Type of Work		Use of Building							
New Structure		Addition		For Mixed (Commercial/ Residential) buildings select both the Residential and the Commercial Use. ▶		<input type="checkbox"/> Residential		# of Dwelling Units in Building ▶ _____ # of Dwelling Units Worked On ▶ _____	
Remodel/Alter		Repair		Estimated Start Date ▶ _____		<input type="checkbox"/> Commercial		Estimated Value of Commercial Work ▶ \$ _____	
				Estimated Finish Date ▶ _____		Estimated Value of Total Project ▶ \$ _____			
Description of Project				Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.					
				Applicant's Signature _____					
PLEASE COMPLETE THIS SECTION ONLY FOR NEW STRUCTURE OR ADDITION									
Structure Dimensions (In Feet)						Is a Fire Suppression System Available? (i.e. – Sprinklers)			
Width	Length	Height	Total Square Feet (include basement)	Basement	# of Stories	Yes <input type="checkbox"/> No <input type="checkbox"/>			
				Yes No					
Lot Dimensions (In Feet)		Set Backs from Property Lines							
Lot Width	Lot Depth	Front		Back		Side 1		Side 2	
For Office Use Only									
Change/Expansion of Use? Yes / No					SUMMARY OF FEES				
Existing Primary Use			Occupancy Group		Building Permit Fee		\$		
Proposed Primary Use			Construction Type		Plan Check Fee		\$		
Zoning District			Plan Number		State Surcharge		\$		
PLAN REVIEW REMARKS					SAC		\$		
					Total Permit Fee		\$		
S.A.C. #:		Reviewed By:	Date:	Warning Folder #		(For Office Use Only)			
Charge Credit				Vacant Bldg. Folder #		PERMIT # ▶ ▶			
State Valuation : \$					Expiration Month/Year ▶				
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa									
Enter Account Number ▶ ▶									

Signature of Cardholder : \_\_\_\_\_

## GENERAL BUILDING PERMIT APPROVALS & REQUIREMENTS

*If you are paying for your permit by American Express, Discover, MasterCard or Visa, you may fax your application.  
The credit card information section must be filled in and signed.*

*Our FAX number is 651-266-9124.*

*If paying by check, please mail the application and check to us. Make checks payable to: City of St. Paul*

### FOR NEW CONSTRUCTION AND MULTI-FAMILY RESIDENTIAL OR COMMERCIAL ADDITIONS

Building Permit Application and two (2) complete sets of plans must have stamped approval by the following Offices prior to submittal to the plan examination section in the DSI Office at 8 Fourth St. E., Suite 200.

#### REQUIRED

- 1) Public Works – 10<sup>th</sup> Floor City Hall Annex  
25 W. 4<sup>th</sup> Street  
(Bring Lot Survey with Legal Description)

Assigned Address: \_\_\_\_\_

Pin # : \_\_\_\_\_

Legal Description:

#### REQUIRED

- 2) Public Works – Sewer 7<sup>th</sup> Floor City Hall Annex  
25 W. 4<sup>th</sup> Street  
(Sewer Size and Location)

### FOR OFFICE USE ONLY

Review	Required	Initials/OK	Date
HPC			
SITE PLAN REVIEW*			
SPECIAL USE PERMIT			
ENVIRONMENTAL / FOOD			

Site Plan Review is required for new construction and additions to commercial buildings or residential buildings with 3 or more units.  
(651-266-9086)

Building Field Inspectors are in the office for inspection requests between 7:30 – 9:00 AM, Monday – Friday. Phone number is 651-266-9002.  
Permit Fee Information can be obtained by calling 651-266-9090, Monday – Friday, 7:30 – 4:30.

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